

2022-2023



# CAREER PATHWAYS FOR SUCCESS

## Dual Enrollment Handbook

Pickens High School	SOUTH CAROLINA VIRTUAL CHARTER SCHOOL		FOOTHILLS CHRISTIAN SCHOOL		Pendleton High School
	<b>Belton-Honea Path High School</b>		<b>West-Oak Senior High School</b>		
	ANDERSON CHRISTIAN SCHOOL		MONTESSORI SCHOOL OF ANDERSON		
	<b>Liberty High School</b>	Seneca High School	<b>Walhalla High School</b>	OCONEE CHRISTIAN ACADEMY	
	<b>Easley High School</b>		OAKWOOD CHRISTIAN SCHOOL		
	TEMPLE CHRISTIAN ACADEMY		<b>DW Daniel High School</b>	<b>Powdersville High School</b>	
	<b>Crescent High School</b>		PIEDMONT HOME EDUCATOR'S ASSOCIATION		
	HOME SCHOOL ASSOCIATIONS		ANDERSON 1&2 CAREER AND TECHNOLOGY CENTER		
	NEXT SCHOOL EAGLE RIDGE		<b>Westside High School</b>	<b>Anderson Five Charter School</b>	
	<b>TL Hanna High School</b>		NEW COVENANT SCHOOL		
<b>Palmetto High School</b>					
TRINITY CHRISTIAN EDUCATIONAL SCHOOL					

## **ACCESSIBILITY RESOURCE CENTER**

ARCenter@tctc.edu

PENDLETON CAMPUS  
Student Success Center  
646-1564

## **ADMISSIONS**

info@tctc.edu

PENDLETON CAMPUS  
Ruby Hicks Hall  
646-1550

## **ASSESSMENT CENTER**

placement@tctc.edu

PENDLETON CAMPUS  
Ruby Hicks Hall  
646-1300

## **CAMPUS STORE**

PENDLETON CAMPUS  
Student Success Center  
646-1824

## **CASHIER/BUSINESS OFFICE**

busof@tctc.edu

ANDERSON CAMPUS  
260-6701

EASLEY CAMPUS  
220-8895

PENDLETON CAMPUS  
Ruby Hicks Hall  
646-8282 option 2

## **CAREER SERVICES**

PENDLETON CAMPUS  
Michelin Career Center,  
Ruby Hicks Hall  
646-1585

## **FINANCIAL AID**

finaid@tctc.edu

PENDLETON CAMPUS  
Ruby Hicks Hall  
646-8282 option 1

## **HEALTH SERVICES**

REACH Student Assistance  
Program  
1-855-691-4941  
reachworklifepowerflexweb.com  
User Name: REACH-TCTC  
Password: Student

## **LEARNING COMMONS**

### **LIBRARY**

ANDERSON CAMPUS  
260-6720

EASLEY CAMPUS  
220-8899

PENDLETON CAMPUS  
Student Success Center  
646-1750

### **TUTORING SERVICES**

tutoringcenter@tctc.edu  
646-1367

PENDLETON CAMPUS  
Student Success Center

ANDERSON CAMPUS  
Room 208

EASLEY CAMPUS  
Room 231

### **SAFETY AND SECURITY**

campuspolice@tctc.edu

ANDERSON CAMPUS  
260-6718

EASLEY CAMPUS  
220-8989

OCONEE CAMPUS  
613-1901

PENDLETON CAMPUS  
646-1800

### **STUDENT LIFE SERVICES**

Student Activities, Student  
Government, Multicultural  
Services

PENDLETON CAMPUS  
Student Success Center  
646-1568

### **STUDENT DATA CENTER/ REGISTRAR**

registrar@tctc.edu

PENDLETON CAMPUS  
Ruby Hicks Hall  
646-8282 option 1

### **TC CENTRAL**

PENDLETON CAMPUS  
Ruby Hicks Hall

FOLLOW US



@tctcedu



## **High School Engagement & Outreach Contacts:**

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Webpage Address:

www.tctc.edu/DE

Office e-mail:

HSDE@tctc.edu

TCTC Service Desk for MyTCTC help:  
servicedesk@tctc.edu | (864) 646-1779

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## WANT TO BECOME A TRI-COUNTY DUAL ENROLLMENT STUDENT? START WITH THIS TWO-STEP PROCESS!

**Students must apply online and submit a permission form to start the dual enrollment process.**

1. Apply Online at [www.tctc.edu/apply](http://www.tctc.edu/apply) as a Dual Enrollment student (Type 6). There is no fee to apply as a dual enrollment student.
  - ✓ Click Apply Now, then First Time User Account Creation and create a Login ID and PIN.
  - ✓ Select Application Type “6 – Dual Enrollment.”
  - ✓ Under Admission Term, select the first semester you plan to attend.
  - ✓ **Enter your Driver’s License/Permit number, the date of issue, and state. Omitting this step requires that you complete a Declaration of Citizenship Form with appropriate documentation.**
  - ✓ Enter your expected high school graduation date.
  - ✓ Select major
    - University Transfer students select “**University Studies.**”
    - Technical Career Pathway students select applicable pathway.
  - ✓ Click Application is Complete to submit the application.
2. Submit Career Pathways for Success Dual Enrollment Permission Form
  - ✓ Complete the Permission Form and submit to your school counselor for administrative approval and signatures.
  - ✓ Technical Career Pathways students also submit TCP Acknowledgement Form.
  - ✓ Forms – Access necessary forms at [www.tctc.edu/DE](http://www.tctc.edu/DE).

# What Are My Options?

## Career Pathways for Success

### Dual Enrollment Opportunities for High School Students

High school juniors and seniors who have mastered the high school curriculum and are ready for college-level work may participate in the following dual enrollment opportunities at Tri-County.

#### University Transfer

General Education/University Transfer courses are designed for students planning to attend a 4-year college or university or desiring to get a head start on general education courses required in 2-year programs at Tri-County. Taking one or more of these courses while in high school can save time and money and enable students to experience college-level coursework while refining interests in specialized fields. To prepare, students should

- Review courses required for their intended college major at Tri-County or other 4-year college or university in order to select the most appropriate courses;
- Check with the college they plan to attend to verify course transferability and the grade that must be earned;
- Take Tri-County's ACCUPLACER assessment to gauge college readiness and to qualify for certain courses;
- For more information about these options, see page 9.

#### Technical Career Pathways (TCP)

Technical Career Pathways are designed for students planning to enter careers in advanced manufacturing and other industry sectors with critical workforce needs. Completion of these pathways offer students rapid entry into the workforce, and credits can be applied towards a Tri-County diploma and/or Associate in Applied Science degree in the same field. Many TCP students complete their Associate degree at Tri-County within one year of high school graduation and enter the workforce with higher entry salaries than their peers with four-year degrees. Technical Career Pathways for high school students include the following programs:

- CNC Programming and Operations
- Computer and Information Technology
- General Engineering Technology
- Heating, Ventilation & Air Conditioning Technology
- Mechatronics Technology
- Welding Technology

See page 10 in this handbook for more information about Technical Career Pathways and to determine if one of these pathways is right for you.

# Dual Enrollment – FAQ

## What are the admission requirements to be a Tri-County Career Pathways for Success (CPS) Dual Enrollment student?

Students must meet the following requirements: 1) Currently-enrolled high school junior or senior, or must have permission to begin early from HSEO Director; 2) US citizenship/Legal presence; 3) Permission from parent/guardian and high school; 4) Completed online application.

## What are the benefits of taking Dual Enrollment courses?

Students taking Dual Enrollment courses have an early start on college experience and credit hours, and may be able to complete an Associate or Bachelor degree sooner. Students also may find dual enrollment eases the transition to full-time college. For some students, having credit hours already completed may help them retain LIFE Scholarship in future academic years.

## What courses can I take?

Students may take courses for which they have qualifying ACCUPLACER scores and have met prerequisite course requirements. Qualifying scores are listed on page 5 of this handbook. With permission from their high schools, students may take other TCTC courses that do not require ACCUPLACER scores.

## Must I complete the FAFSA?

High school students should not complete the Free Application for Federal Student Aid (FAFSA) until after October 1 of their senior year of high school for the following academic year. Only high school graduates are eligible for federal student aid.

## Am I eligible for any financial aid?

High school students who take six or more credit hours in one semester may qualify for the South Carolina Lottery Tuition Assistance Program.

## Does accepting Lottery Tuition Assistance affect LIFE Scholarship?

The South Carolina LIFE Scholarship is not affected by Lottery Tuition Assistance. LIFE Scholarship is not awarded until after a student graduates from high school. The Lottery Tuition Assistance Program is a separate South Carolina financial aid program that is available to both high school students and graduates.

## When do I have to pay tuition?

Tuition is due by the posted deadline, usually about one week before classes begin. Tuition must be paid in full or a monthly payment plan must be set up by the due date. If no payment is made, the student's schedule will be dropped. See due dates on page 4.

## Will I receive a bill and schedule in the mail?

Students will **not receive** personal correspondence from Tri-County by mail after the initial acceptance letter. Upon admission to the college, students must set up their online MyTCTC account using information provided in the acceptance letter to have access to their bills, schedules, college email account, and all other online college services and communication.

## Can anyone else see my grades?

Mid-term and final grades are released to high school counselors and administrators. If students want their records released to another party, students must make requests through their online MyTCTC accounts by completing a FERPA release. Privacy of student educational records is regulated by the federal Family Educational Right to Privacy Act (FERPA).

## Am I automatically a Tri-County student after high school graduation?

Dual Enrollment students must **re-apply** to the college to continue at Tri-County for any term that begins after their high school graduation date. Refer to page 16 for details.

## Where can I find my grades?

Students may check their academic progress in courses on Blackboard as percentages; however, official grades are only found in MyTCTC and are letter grades. Tri-County awards both a letter and numeric grade to dual enrollment students taking college courses; however, only the letter grade will be visible on the official college transcript.

## How do I request an official transcript?

Transcripts are issued by the Registrar's Office/Student Data Center. Students may request a transcript online through MyTCTC. Additional information about requesting transcripts is available online at [www.tctc.edu/transcript](http://www.tctc.edu/transcript).

## Does dual enrollment impact future financial aid eligibility?

When students take college courses in high school, they begin a college transcript, including a college GPA and completion rate. All TCTC grades are included on the college transcript and factored in determining federal/state financial aid eligibility after high school graduation at Tri-County Technical College. The Federal Financial Aid requirement of Satisfactory Academic Progress (2.0 GPA, 67% completion rate, and maximum 150% program-required credit hours) is assessed at the end of each semester.

Students need to understand that performance in dual enrollment courses can help or hurt their ability to receive financial aid (grants, scholarships, and loans) once they are a regular college student after high school graduation.



# Dual Enrollment Registration Checklist

- ☐ **COMPLETE THE TWO-STEP ADMISSION PROCESS**  
(see page 1 for instructions)
- ☐ **RECEIVE AND KEEP YOUR ACCEPTANCE LETTER**  
(see page 8 for more information)
- ☐ **SET UP YOUR MyTCTC ACCOUNT & TCTC EMAIL**  
(see page 8 for more information)
- ☐ **CHECK FOR QUALIFYING PLACEMENT LEVELS**  
(see page 5 for more information)

**STUDENTS MUST ATTEND CLASS  
AND LOGIN TO ONLINE CLASSES  
THE FIRST WEEK OR THEY WILL BE  
DROPPED FOR NONATTENDANCE.**

- ☐ **SUBMIT COURSE REQUESTS TO HIGH SCHOOL COUNSELOR OR TRI-COUNTY DUAL ENROLLMENT OFFICE**
  - ✓ Dual Enrollment students may not register themselves. Tell your high school counselor which TCTC courses you wish to take during course enrollment at your high school. Confirm your course choices with your school counselor.
  - ✓ Search for courses by clicking Course Search at the bottom of [www.tctc.edu](http://www.tctc.edu).
  - ✓ Allow approximately 1 month for 1) your counselor to verify your courses and send to the TCTC dual enrollment office, and 2) for the TCTC dual enrollment office to register your courses.
  - ✓ Verify your schedule by logging in to MyTCTC. Click on the My Bill/Schedule tile. If you see a mistake in your schedule, contact our office right away!
- ☐ **PAY TUITION & FEES** (see page 6 for more information)
- ☐ **OBTAIN STUDENT ID & PARKING DECAL IF NECESSARY** (see page 14 for more information)
- ☐ **PURCHASE BOOKS & SUPPLIES** (see page 7 for more information)

## QUESTIONS? CONTACT:

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## IMPORTANT DATES

Dates are for session A and subject to change. Please refer to the Academic Calendar at [www.tctc.edu](http://www.tctc.edu).

	FALL SEMESTER 2022	SPRING SEMESTER 2023
<b>Admission Deadline</b>	<b>Thursday, August 11</b>	<b>TBD</b>
<b>Tuition Due</b>	<b>Tuesday, August 16</b>	<b>TBD</b>
<b>First Day of Class (online students should log in!)</b>	<b>Monday, August 22</b>	<b>TBD</b>
Last day to <b>add</b> classes to an existing schedule	<b>Wednesday, August 24</b>	<b>TBD</b>
Last day to <b>drop</b> classes & request a refund	<b>Friday, August 26, 2:00pm</b>	<b>TBD</b>
Last day to withdraw from a course with a grade of W**	<b>Wednesday, November 2</b>	<b>TBD</b>

\*\*Students may withdraw from a class before the withdrawal date without affecting GPA. The course will appear on the college transcript with a grade of "W." To withdraw from a course, log in to MyTCTC. Click on the My Registration tile. In #4 Register for Classes, click Drop or Withdraw from Class. NOTE: If withdrawing from all courses, a "Withdrawal from College" form must be completed, signed by a Financial Aid Counselor, and submitted to TC Central in Ruby Hicks Hall, Pendleton Campus. Students should discuss with their HS Counselors prior to withdrawing from college courses.

# ACCUPLACER Placement Level Requirements & Testing Information

Students qualify for courses by earning the Reading, English, and/or Math placement level(s) required. When courses require more than one placement level, all levels must be met to qualify for the course.

SUBJECT	READING*	ENGLISH	MATH
<b>ENGLISH COURSES</b>			
ENG 101 English Composition 1	25	25	
ENG 165 Professional Communications	20	20	
ENG 155 Communications 1	15	15	
<b>MATH COURSES</b>			
MAT 140 Analytical Geometry & Calc I			45
MAT 130 Elementary Calculus	10		40
MAT 111 College Trigonometry			40
MAT 110 College Algebra			35
MAT 109 College Algebra w/Modeling	25		35
MAT 120 Probability & Statistics	25		30
MAT 103 Quantitative Reasoning	25		30
MAT 211 Math for Elementary Education 1			30
MAT 155 Contemporary Math or MAT 170 Algebra, Geometry & Trig			15
<b>OTHER COURSES</b>			
ECO 210 Macroeconomics	25	25	35
BIO 101 Biological Sciences I	25	25	20
PSC 201 American Government PSY 201 General Psychology SOC 101 Intro to Sociology	25	25	
ART 101 Art History & Appreciation MUS 105 Music Appreciation			
HIS 101 & 102 (Western Civilization) HIS 201 & 202 (American History) SPA 101 Elementary Spanish I	25 (Recommended, not required)		
HSS 205 Technology & Society	25 (Recommended, not required)		
CPT 170 Microcomputer Applications	15 (Recommended, not required)		

Note: Blue shaded courses will transfer to all public 2- and 4-year colleges in South Carolina.

This information is subject to change.

Visit [www.accuplacer.org](http://www.accuplacer.org) for practice tests.

## TESTING INFORMATION

Students may take the ACCUPLACER placement test at the following Tri-County campuses:

**PENDLETON CAMPUS** – 646-1300

Ruby Hicks Room 170

Monday -Thursday 8 a.m. – 3 p.m.

**ANDERSON CAMPUS** – 260-6700

511 Michelin Blvd., Anderson, Room 221

Friday only, 8 a.m. – 11 a.m.

**EASLEY CAMPUS** – 220-8888

1774 Powdersville Rd, Easley, Room 206

Tuesday only, 1:30 - 3 p.m.

**OCONEE CAMPUS** – 613-1900

552 Education Way, Westminster

2nd and 4th Thursdays by appointment only

- ✓ Valid government-issued Photo ID and face covering required.
- ✓ No Appointment is necessary with the exception of Oconee Campus.
- ✓ Before testing at a TCTC campus, students who have not taken the placement assessment previously at their high school must apply to the college as a dual enrollment student. Please allow 48 hours for your application to process.
- ✓ First on-campus tests have no fee. Second on-campus tests are charged a fee of \$10.
- ✓ Students may choose to retest in subject area(s) in which they did not receive a qualifying score.
- ✓ Allow approximately 2 – 2 ½ hours for all three subject areas, or 45 minutes per subject test. Tests are untimed.
- ✓ After the second on-campus test, students must take a high school or college course at their placement level before retesting.
- ✓ Tests are valid for 3 years.
- ✓ Email [placement@tctc.edu](mailto:placement@tctc.edu) for assistance.
- ✓ Leave all personal possessions and electronic devices locked in your car. Electronic devices are not permitted in testing.

For additional information about placement testing at Tri-County or how to prepare, click on the A-to-Z Index at the bottom of the page at [www.tctc.edu](http://www.tctc.edu), click on P, then Placement Testing or Placement Testing FAQ.

# Paying for Courses

## TUITION RATES FOR 2022-2023 HAVE NOT BEEN APPROVED. BELOW ARE THE CURRENT ACADEMIC YEAR TUITION RATES:

The 2022-2023 tuition rate is \$185.33 per credit hour. Tuition for one 3-credit hour course is \$555.99, plus any applicable supply fees.

Students who enroll in six or more credit hours (typically two courses) in the same semester may qualify for Lottery Tuition Assistance.

If you qualify, the chart below shows the portion of your tuition costs per semester Lottery Tuition Assistance will pay.

### 2022-23 Tuition and Fee Schedule for Anderson, Oconee and Pickens County (SUBJECT TO CHANGE)

Credit Hours	Total Tuition and Fees	Tuition Minus \$85 per credit hour for Lottery Tuition Assistance* (LTA) (subject to change)	Amount Student may owe after LTA applied to tuition
1	\$185.33	n/a	\$185.33
2	\$370.66	n/a	\$370.66
3	\$555.99	n/a	\$555.99
4	\$741.32	n/a	\$741.32
5	\$926.65	n/a	\$926.65
6	\$1,111.98	\$510	\$601.98
7	\$1,297.31	\$595	\$702.31
8	\$1,482.64	\$680	\$802.64
9	\$1,667.97	\$765	\$902.97
10	\$1,853.30	\$850	\$1,003.30
11	\$2,038.63	\$935	\$1,103.63
12	\$2,223.96	\$1,020	\$1,203.96

The tuition schedule above includes the following part-time student mandatory fees: \$2 per credit hour (Student Activity Fee) and \$4 per credit hour (Technology Fee).

Most university transfer courses are 3 credit hours; foreign language, lab science, or Calculus courses are typically 4 credit hours.

#### Paying Tuition and Fees

- ✓ Students must pay the balance of tuition and fees or set up a payment plan by the posted deadline each semester or all courses will be dropped from the schedule.
- ✓ Payments may be made online from the My Payments tile in MyTCTC, or in person at any campus. Balances due may be found by checking your Bill & Schedule where pending credits are shown. Pending credits do not appear on the "Make an Online Payment" option, so check your Bill's balance first.
- ✓ Payments may also be mailed to: Tri-County Technical College, Attn: Business Office, PO Box 587, Pendleton, SC 29670.

**Payment Deadlines** – Please see Page 4.

**Refunds** – For refund deadlines, see the Academic Calendar on Page 17.

**Withdrawal Versus Drop** – See page 17 for effect on tuition payment.



# Financial Aid and Other Costs

## South Carolina Lottery Tuition Assistance\*

- ✓ Students enrolled in 6 or more credit hours (typically two courses) in the same semester may qualify for the South Carolina Lottery Tuition Assistance Program.
- ✓ Students qualify based on state residency requirements, not financial need.
- ✓ Contact TCTC's Financial Aid Office at (864) 646-8282 option 1 for more information about Lottery Tuition Assistance.

## \* Lottery Tuition Assistance (LTA) Information

- State funded program awarded to South Carolina residents
- Must meet residency requirements
- Applies to cost of tuition only
- Must be enrolled in at least 6 credit hours per semester
- Does not cover Continuing Education classes or non-credit classes
- Award amount varies annually
- High School students do not need to complete the FAFSA

## Purchasing Books and Supplies

- Students are responsible for purchasing required books and supplies.
- Instructors will explain what books and supplies are required on the first day of class. Students may also find required books by clicking the Campus Store website [www.ishoptctc.com](http://www.ishoptctc.com) from My Bill / Schedule in MyTCTC. Students may purchase books online and have them delivered to any campus. Shrink-wrapped books may not be returned once opened. Keep receipts and read return policies.
- Contact the Campus Store at (864) 646-1824 for purchase options and payment plans.

## Federal Financial Aid

Dual enrollment students do not receive federal financial aid because they have not completed high school. However, success in dual enrollment courses may impact a student's eligibility to receive federal aid and other scholarships upon entry into college after high school. Students should strive to make at least a C or higher in college courses and complete all courses started at a 67% completion rate. A GPA below 2.0 and a completion rate of less than 67% may impact a student's ability to qualify for federal aid after high school graduation. **For more information, contact the College Financial Aid office at 864-646-8282 option1.**

# Communication at Tri-County

## YOUR TRI-COUNTY ACCEPTANCE LETTER

Your acceptance letter will be mailed to you after you submit the online application and you or your high school counselor submits your permission form to the college. The letter provides your Student ID T-Number and Username, and will be the only personal communication you receive by mail from Tri-County. If you do not receive your acceptance letter by mid-July, please contact the High School Engagement & Outreach office at 864-646-1505.

## SETTING UP YOUR MyTCTC ACCOUNT

- ✓ Click on the MyTCTC link at [www.tctc.edu](http://www.tctc.edu)
- ✓ Click on "New to MyTCTC? Set Up Your Account"
- ✓ Click on the link <http://account.tctc.edu>
- ✓ Enter your username and initial password: your T-Number followed by the two-digit day of your birth.
- ✓ Follow the instructions to create your new password. Write it here \_\_\_\_\_ or in a safe place.
- ✓ Return to [www.tctc.edu](http://www.tctc.edu), click on the MyTCTC link, and log in using your username and new password.
- ✓ Click on the email tile to check your email. Your email address is your username@tctc.edu.
- ✓ Contact the TCTC Service Desk for MyTCTC help at 864-646-1779 or [servicedesk@tctc.edu](mailto:servicedesk@tctc.edu).

## FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

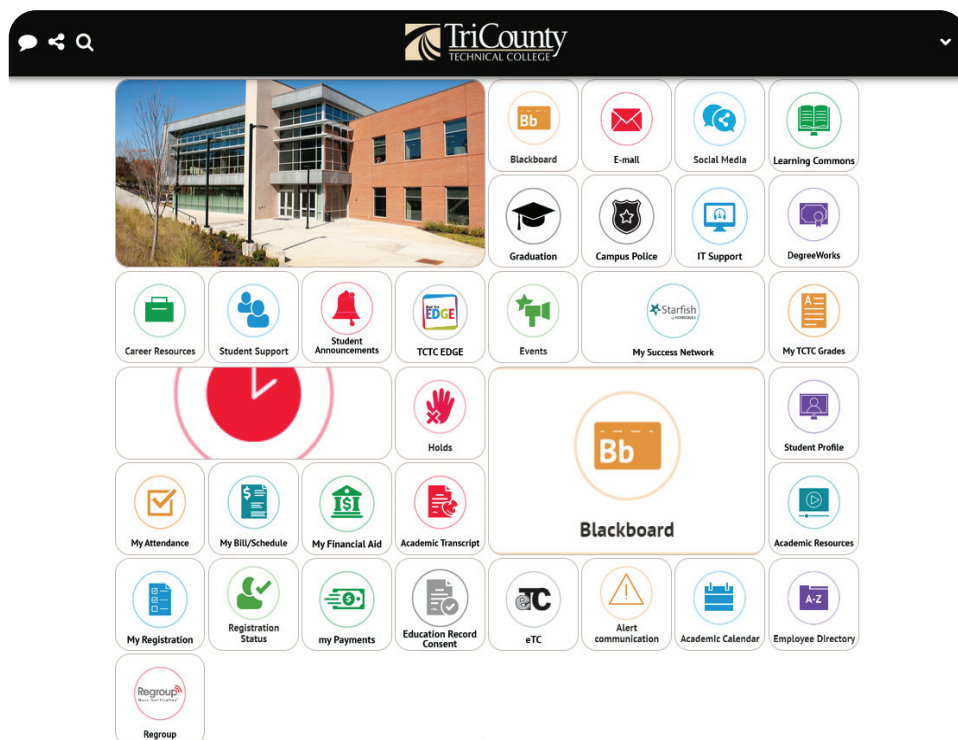
FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. Student academic and educational records are confidential and are maintained by the appropriate record custodian. These records are disclosed only with the student's written consent except as defined by FERPA. The written consent must:

- Specify the records to be released
- State the purpose of the disclosure
- Identify the party or parties to whom disclosure may be made
- Be signed and dated by the student

Family Educational Right to Privacy Act (FERPA) release of information requests may be submitted from the student's MyTCTC account, at the Education Record Consent tile.

## MyTCTC ACCOUNT NAVIGATION GUIDE

MyTCTC is Tri-County's online portal for students to access their personal account and academic information. Tiles are provided to help you find the information you need. For technical or password assistance, contact the Service Desk at 864-646-1779 or [servicedesk@tctc.edu](mailto:servicedesk@tctc.edu).



# Career and Major Exploration — Choosing Courses

Choosing the right dual enrollment courses depends on several factors: the student's intended college major, the college or university the student plans to attend, and the type of degree the student wants to achieve. Students who spend time exploring careers and comparing college and university programs will benefit from knowing program requirements and career expectations before they begin taking college courses.

## Career Exploration

- Research to see if there is a need for the career you'd like, in a location you want to live, and at a salary you desire by exploring the U.S. Bureau of Labor Statistics Occupational Outlook Handbook.
- Visit TCTC Career Coach to find in-demand careers in your own back yard.
- Job shadow, volunteer or intern in fields that you think you may want to work. Real life experience is sometimes the best way to find out if a career field is right for you.

## Major Exploration

- Compare degree programs, campus life, and other opportunities available at a variety of colleges and universities to make sure you choose a school that is right for you and your career goals. Even if a college has your favorite football team, it may not be the best place for pursuing your career field and major.
- Research the course requirements for your program of study by looking directly at the college or university website's degree program curriculum. Know what math you need and if you need a specific social science, foreign language, or other general education course requirement.

## Dual Enrollment Course Selection for Successful Transfer

- Check websites or directly contact in-state colleges or universities that you wish to attend to find transfer equivalency agreements for Tri-County courses. You may also check transfer agreements at [www.SCTRAC.ORG](http://www.SCTRAC.ORG).
- If you plan to attend a private or out of state school, contact that college to see if it will accept transfer courses from Tri-County. Not all private or out-of-state colleges accept transfer courses from other institutions.
- Choose courses that will meet general education requirements and help you prepare for program requirements. Most colleges and universities require that students take general education courses in Communication/Literature, Humanities, Math, Science and Social Sciences.

## Be in charge!

Take ownership of your college experience by spending some time researching and planning. You are the only one who knows what you want to become in your future. Use the tools to help you decide how to best reach your career goals and you'll be equipped for success!



The South Carolina Transfer and Articulation Center (SCTRAC) is available at [www.sctrac.org](http://www.sctrac.org). Students may use SCTRAC to:

- Learn about South Carolina public colleges and universities.
- Compare programs and degrees offered.
- Discover how South Carolina public institutions award credit for Advanced Placement (AP) exams, International Baccalaureate (IB) exams, dual enrollment courses, and other college courses taken while in high school.

# Technical Career Pathways

## Is a Technical Career Pathway Right for You?

- CNC Programming Technology
- Computer and Information Technology
- General Engineering Technology
- Heating, Ventilation & Air Conditioning Technology
- Mechatronics Technology
- Welding Technology



Enrolling in one of Tri-County's Technical Career Pathways is a privilege. Students begin learning skills and earning college credits that will enable them to enter high-demand and satisfying careers with great salaries in upstate SC. Beginning this journey is a commitment in which students are expected to perform as any Tri-County Technical College student and should consider each expectation below prior to enrollment.

Students should...

- Want to pursue the pathway after high school at Tri-County and as a career.
- Be prepared for the demands of college-level courses that require studying outside of class.
- Have a strong work ethic and be willing to commit the time and energy necessary to be successful in courses.
- Go to class, arrive on time, and adhere to all college policies for attendance.
- Communicate with instructors about any expected absences and keep up with assignments and tests.
- Use the College email and MyTCTC portal for communications with instructors and college staff.
- Follow all college policies relating to student conduct and academic expectations and integrity.
- Meet all program requirements for successful progression in a chosen pathway.

### State-Funded Program

To develop a skilled workforce to benefit South Carolina's economy and communities, the State covers tuition, textbooks and other program costs for students to participate in the pathways while in high school.

Students begin junior or senior year of high school and take one or more technical program courses per year. Some students may earn Technical Advanced Placement (TAP) credit for technical courses already completed in high school.

## Are You Ready to Commit and Take the Next Steps?

1. Discuss entering the pathway with a parent/guardian and high school counselor.
2. Attend the dual enrollment orientation at your high school/career center/TCTC site prior to enrollment.
3. Complete Tri-County online application at [www.tctc.edu](http://www.tctc.edu), select Dual Enrollment application, and choose appropriate major from above listed TCP Pathways.
4. Submit the following to Tri-County's High School Engagement and Outreach Office:
  - Dual Enrollment Permission Form.
  - Technical Career Pathways ACKNOWLEDGEMENT form agreeing to the conditions of the program.
5. Attend a Student Success Seminar at Tri-County, Pendleton Campus, prior to starting classes.

For links to the Technical Career Pathways suggested courses for high school students, go to [www.tctc.edu/careerpathways](http://www.tctc.edu/careerpathways). Contact the High School Engagement & Outreach office at 864-646-1504 for more information.

# Student Success Checklist

Once you are admitted as a student and registered for your classes, be sure to follow these steps for success:

## ☐ **ATTEND CLASS – Success begins with showing up!**

- ✓ You must attend the first week of class or you may be administratively dropped for nonattendance. This includes online classes – you should log in the first day.

## ☐ **PREPARE AND PARTICIPATE**

- ✓ Complete reading and other assignments before class so that you are able to ask questions and participate in class discussions.

## ☐ **CHECK GRADES REGULARLY (especially midterm & final)**

- ✓ In Blackboard, you should be able to track your progress from within each course by selecting My Grades. Blackboard does not provide official grades.
- ✓ In MyTCTC, click on the MyTCTC Grades to view final grades for past classes. This is where you obtain **official grades**.

## ☐ **COMMUNICATE WITH INSTRUCTORS**

- ✓ Discuss concerns directly with your instructor right away. If your instructor is not available before or after class, make an appointment during office hours, by phone, or even an email chat. Please allow 24 hour professional window courtesy for an instructor response before a second contact is made.

## ☐ **SEEK TUTORING**

- ✓ Successful students seek tutoring as soon as they realize they need additional explanation and support. Don't hesitate to seek assistance at the Tutoring Center for any of your Tri-County courses.

## ☐ **DROP AND WITHDRAWAL – Know the difference!**

- ✓ Students may drop a course during the first week of the semester and it does not appear on the final college transcript, and tuition and fees are refunded for that course – it is like the student was never in the course. If you know you don't plan to finish a course, drop before the deadline.
- ✓ Withdrawing from a course must be done before the end of the withdrawal period, about two-thirds into the semester. A withdrawal appears on a student's college transcript as a W and may impact future financial aid. Students should speak to their instructor prior to withdrawing from a course. If an instructor suggests that there is not a way to pass a course, a W is a better alternative than a failing grade on a college transcript. See withdrawal instructions on the bottom of page 4.
- ✓ Students should discuss with their High School Counselors to determine how a withdrawal will affect their High School transcript.
- ✓ Students who withdraw from a course will not receive a refund for the tuition and fees for that course.

## ☐ **CHECK EMAIL DAILY**

- ✓ Students should check their Tri-County email for important communications from instructors and the college. FERPA regulations prevent the college from sending information to other email addresses, but students may choose to forward their email to another email address.

## **Top 10 Supporting Role Tips for Parents and Other Persons of Support**

Students who are most successful have a variety of people in their lives who are willing to provide assistance, support, guidance and advice. If you have a student in your life who is taking college courses, consider these Supporting Role Tips to help your student succeed.

1. Give your students the opportunity to be in charge of the college process.
2. Provide advice, support, guidance and reminders. Then step back and let students make choices.
3. Recognize the difference between assisting students and "taking over."
4. Encourage your students to make their own phone calls, write emails, or speak in person to people of authority, including college instructors. They need this practice!
5. If there is a sign-in sheet, forms to complete, or online submissions to make, have your students complete them.
6. Choose constructive encouragement and advice when you recognize your students need guidance or motivation to follow through or give more effort.
7. Recognize that college staff are familiar with assisting young adults and teenagers. It is OK if students need to call back again and again before figuring out how to best ask their questions. This is part of learning.
8. Avoid taking over simply because you think you can do it faster or better.
9. Offer suggestions and support when your students are trying to solve problems.
10. Realize that soon your students will have no choice but to manage college (and life!) on their own, often hours away from you. It's a good thing and part of growing up!

# Distance Learning Success Tips – Online Courses

If you have requested an “online” course at Tri-County, then you are about to experience what is formally referred to as Distance Learning. This popular option for college course delivery offers both advantages and challenges. To be a successful student in an online course, we encourage you to consider the following as you plan your semester of learning

## ❑ Orientation & Training

- ✓ Take advantage of online orientation and training to help you learn how to navigate Blackboard, the learning platform where you will access and submit assignments, post to discussions, check your grades, and work in groups. Tri-County has provided links to Blackboard tutorials here: [https://help.blackboard.com/Learn/Student/Watch\\_Videos](https://help.blackboard.com/Learn/Student/Watch_Videos)

## ❑ Attend class!

- ✓ You must attend class by participating the first week of class or you will be administratively dropped for nonattendance. You should log in the first day of class. Some courses may have an assignment due on day one! Log in at <https://bb.tctc.edu>.

## ❑ Communication

- ✓ Keep the lines of communication open with your instructors by sending an email the first week of the course to introduce yourself or making an appointment to meet them in person, if possible. Be aware if your instructors have specific office hours at a campus location, by phone, or through online chat. The moment that you feel you need assistance, may miss a deadline, or have any issue arise, be sure to communicate directly with your instructors as soon as possible.

## ❑ Scheduling & Time Management

- ✓ One of the main benefits of distance learning is the flexibility of scheduling. It is also one of the biggest challenges! Because you do not have a set time to meet in a classroom, it is your responsibility to set up your own schedule of learning. Create a routine by carving a special time to do all reading, studying and assignments for your online course and stick to it. Log in every day, even if it is just to check email messages and announcements. Be aware that Tri-County instructors set their own schedules for due dates, so be sure to read the syllabus the first day of class to find out your due dates.

## ❑ Submitting Assignments

- ✓ Always submit assignments on time, confirm that your submission uploaded, and that you submitted the correct item. Never assume that the submission uploaded successfully – always check. If you realize you submitted the wrong item, resubmit if possible. If an assignment is preset to accept only one submission, immediately email your instructor the correct item and explain what happened. Do not wait until after the deadline, or your instructor will have every reason not to accept your assignment.

## ❑ Technology Backup

- ✓ Internet failure is not an acceptable excuse for missing deadlines. Have a backup plan in case your computer breaks, your Internet goes out, or you have a power outage. As a Tri-County student, you have access to campus computer labs. Also consider public libraries, your high school computer lab, friends, and family. Also, it is important to save copies of all of your assignments in the event they are lost during the submission process. Always backup your assignments to a flash drive, cloud drive, or email to yourself so you have them as email attachments.

## ❑ Confirm On-Campus Visit Requirements

- ✓ At Tri-County, instructors have the option to require on-campus visits for their Distance Learning course. Some sections may require that students attend campus for assessments, activities, or other events, which would be outlined during the first week of class in the syllabus. If you are unable to come to a Tri-County campus during the semester, please confirm that your distance learning course does not require on-campus visits by contacting the department head listed on page 15.

**MOST IMPORTANT: SUBMIT EARLY! Waiting until the deadline hour is not worth the risk of losing your Internet service, having your computer crash, or missing a deadline by seconds!**



# Student Support and Engagement

Dual Enrollment students have access to all campus student support and engagement services. For more information, go to our website at [www.tctc.edu](http://www.tctc.edu) and click on Life @ TCTC.

## Accessibility Resource Center

- Students requesting accommodations must schedule an appointment for an evaluation of documentations.
- Accommodations that students receive at high school do not transfer to college courses, even if courses are held at the high school building.
- Contact the Accessibility Resource Center by calling 864-646-1564 or email [ARCenter@tctc.edu](mailto:ARCenter@tctc.edu). The Center is located on the Pendleton Campus.

## Business Office (Tuition Payments)

- The Business Office can answer all questions about student bills and financial accounts.
  - » Pendleton Campus, 864-646-8282 option 2
  - » Anderson Campus, 864-260-6701
  - » Easley Campus, 864-220-8895
  - » Oconee Campus, 864-613-1900
- Payments may be made through student MyTCTC accounts, at our campuses, or by mail.

## Campus Police

- The Campus Police staff provides services to keep students and staff safe, including:
  - » Jump-starting vehicles.
  - » Unlocking vehicles if locked out.
  - » Providing escorts to car at night.
  - » Transport to a gas station if your car is out of gas.
- Pendleton Campus, 864-646-1800, Pickens Hall, Room 138
- Anderson Campus, 864-260-6718, (864) 643-6528
- Easley Campus, 864-220-8989
- Oconee Campus, 864-613-1901

## Campus Store

- Purchase books, supplies and Tri-County items, online or at the Pendleton Campus.
- 864-646-1824, [iShopTCTC.com](http://iShopTCTC.com)

## Career Pathways for Success: Dual Enrollment

- High School Engagement & Outreach Offices are located in Suite 111, Anderson Hall, Pendleton Campus. 864-646-1505.

## Career Services

- Personalized career planning assistance is available during regular college hours on the Pendleton Campus, and limited hours on the Anderson, Easley, and Oconee campuses. Contact 864-646-1577 for information.

## Computer Labs

- Open computer labs are available for students at all three of our campuses. Hours may be found at [www.tctc.edu](http://www.tctc.edu), click Programs, then Computer Labs.
- Computer labs are closed during breaks and holidays.

## Financial Aid

- Direct questions regarding the Lottery Tuition Assistance Program to [finaid@tctc.edu](mailto:finaid@tctc.edu) or 864-646-8282 option 1.

## Library

- Students have access to print and electronic resources, study rooms, librarian assistance, and training at all campus locations.
- Students must have a Tri-County student ID to check out materials.
- Pendleton Campus, 864-646-1750; Anderson Campus, 864-260-6720; Easley Campus, 864-220-8889; Oconee Campus, 864-613-1964
- Online library access available at <http://library.tctc.edu>



# Student Support and Engagement

## Parking

- Parking decals are required for students who drive to any TCTC campus and must be displayed according to the directions provided by the Campus Police office.
- Two vehicles may be registered at no charge for dual enrollment students. Decals expire at the end of Summer term. New decals may be obtained beginning August 1 of each year.
- Parking decals are obtained by going to MyTCTC, clicking on the My Payments tile and choosing the dual enrollment option (to avoid a fee). All decals will be mailed to the address you provide. Please provide the address where you receive your mail. Students must provide the following information:
  - » Your last name
  - » Your TCTC ID Number (Example: T00123456)
  - » Driver's License Number & State
  - » Vehicle Information (Make, Model, Year, Color, License Plate Number, State)
  - » Vehicle Registered Owner Information (If different than driver)
  - » Insurance Information
- If you must temporarily drive another vehicle, write your decal number and "Borrowed Car" on a piece of paper and place visibly on your dashboard.
- Students must park in student parking spaces, marked with white lines. Students may not park in visitor or employee parking. Handicap parking is available for students who provide Campus Police with documentation from a physician or medical facility.
- Traffic citations are issued for violation of South Carolina traffic laws or TCTC's traffic regulations. Students who fail to pay traffic citations will not be allowed to register for classes, obtain transcripts, or receive diplomas. Citations may be appealed by submitting a Ticket Appeals Request to the director of Campus Police within seven days of the citation date.

## Money Management Center

- Information is available on the following: budgeting, credit & credit cards, personal finance & debt management, loan management.
- Contact [moneymgt@tctc.edu](mailto:moneymgt@tctc.edu) for information or to set up an appointment.

## MyLabsPlus

- Many instructors use MyLabsPlus as part of their courses. MLP resources include an electronic textbook, instructional videos and animations, and practice problems with online assistance.
- If your course uses MyLabsPlus, access it through the course's Blackboard site. Look for the MyLabsPlus Bridge link.



## Printing

- All students receive a starting print balance of \$10. Additional credit may be purchased at the Campus Store, campus vending machines,

or through <https://print.tctc.edu>. All open labs have printers.

- Print jobs may be released by logging into any Sharp printer on campus with your username and password or T-Number.

## Service Desk

- Assistance with MyTCTC login, Blackboard issues, or other technology questions may be directed to 864-646-1779 or [servicedesk@tctc.edu](mailto:servicedesk@tctc.edu).

## Starfish



- Starfish is an early alert system that your instructors may use to alert you to academic concerns in your courses. You may make appointments with instructors and the Tutoring Center.
- Access your Starfish account on the My Success Network tile in MyTCTC or in Blackboard.

## Student Development & Wellness

- Support is available for students to balance the eight dimensions of an individual's life: intellectual, physical, social, spiritual, environmental, financial, occupational, and psychological.
- (864) 646-1569

## Student IDs

- Students may choose to get a TCTC ID in order to check out library books, use computer labs and other campus resources.
- IDs are obtained free of charge in the atrium of Ruby Hicks on the Pendleton Campus or at the front desk on Community Campuses. Students must provide a photo ID and current class schedule. Replacement cards are \$5.

## TC Central

- A one-stop service center for financial aid, advising, admissions, and answers to most questions.
- Located in Ruby Hicks Hall, Pendleton Campus. 864-646-1600.
- Students who are withdrawing from all courses must complete a "Withdrawal from College" form, available at TC Central.

## Tutoring Center

- Free one-on-one tutoring is available for math and science courses, and with writing assignments in all subject areas.
- Resource materials available for MLA and APA formatting, grammar, lab reports, and more.
- Supplemental materials and assistance with graphing calculators, textbooks, software, CDs, and more.
- Contact [tutoringcenter@tctc.edu](mailto:tutoringcenter@tctc.edu), Pendleton Campus, 864-646-1367; Anderson Campus, 864-260-6700; Easley Campus, 864-220-8888; Oconee Campus, 864-646-1367 for appointments..

# Student Communication Information

Communicating with an instructor that you are just getting to know may be a bit tricky. Here are some guidelines you may want to take into consideration when sending an email:

- Introduce yourself preferably from your TCTC email account and explain which class you are taking with the instructor and on which campus.
- Express your concerns in a simple and straightforward capacity and end the e-mail with an action statement such as “Can I stay after class to discuss this with you?” or “Do you have a time that would be convenient to meet?” or “Would you prefer to discuss this in person during office hours or is an e-mail sufficient?”
- Give the instructor professional courtesy with a 24-hour window to allow them to respond.
- If you do not hear back from the instructor prior to the next class period, stay after class to let them know you e-mailed earlier and ask if they have a moment to chat; if they do, introduce yourself and let them know your concerns and follow up with an e-mail thanking them for their time and outlining the solutions that you agreed upon together. That will help both you and the instructor recall the conversation if more clarification is needed later in the semester. If you do not hear from the instructor, you will need to send another e-mail reminding them that you spoke to them after class and resend your concerns. You will need to do that in the same strand of e-mails on the day of your “after-class contact”.
- Give the instructor professional courtesy (24 hours), but if you do not hear back, re-email and copy the Program Director for the discipline in which the instructor teaches. See the contact information below. You will want to outline in that e-mail the number of times that you have reached out to communicate both by e-mail and in-person. If you have academic concerns, you will need to outline your visits to the tutoring center and other resources used showing your effort. If the issue is related to technology, produce the time-stamped service ticket that our IT Department sends when you reach out for service support. This can be critical if you have not been able to turn in an assignment due to connectivity.
- During this time, continue to work hard academically and continue to seek college resources that will assist with the hardships you face. You must do your part to minimize any communication or academic issues. Take responsibility for your college experience.
- If you do not feel that a resolution is possible (that is VERY, VERY RARE in most cases) you may need to withdraw from the course. Remember, however, that you have 2/3 of the way into the semester change the trajectory of academic success. USE YOUR TOOLS and be thorough with how you communicate your needs and how you use your resources.

## High School Engagement & Outreach Contacts:

Sisireia Simmons  
Coordinator of Student Support (University Transfer)  
864-646-1592 or ssimmon6@tctc.edu

Cynthia Mobley  
Coordinator of Student Support (TCP)  
864-646-1504 or cmobley2@tctc.edu

## Academic Contacts:

Stephan Irwin  
Program Director for Science and Math  
864-646-2025 or sirwin1@tctc.edu

Katy Hardy  
Program Director for Humanities and Social Science  
864-646-1546 or khardy5@tctc.edu

# Continuing at Tri-County After High School Graduation

Use this checklist to seamlessly transition to Tri-County after high school graduation.

## ☐ **APPLY ONLINE [www.tctc.edu/apply](http://www.tctc.edu/apply)**

- ✓ Dual enrollment students must apply to the college as a “Standard” first-time student in order to continue at Tri-County in any term that begins after their high school graduation date. Most dual enrollment students may continue during the Summer session after their high school graduation as a dual enrollment student.
- ✓ October is Free College Application Month at Tri-County. Students may apply as a “2023 High School Graduate” rather than “Standard” student October 1-31 for free. After October 31, students must pay a \$30 application fee.
- ✓ Please contact the Recruitment, Admissions, and Orientation Office with any questions regarding the application and admission process by emailing [info@tctc.edu](mailto:info@tctc.edu) or calling 864-646-1550.

## ☐ **COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

- ✓ Complete the application any time after October 1, 2022, for the 2023-2024 academic year at <https://studentaid.gov>.
- ✓ For assistance, attend a FAFSA Fridays Workshop at Tri-County, held every Friday at the Pendleton Campus from 10 a.m. to 1 p.m. Bring 2020 tax information for the student and anyone who claims the student as a dependent.
- ✓ Use Tri-County’s Federal School Code: 004926

## ☐ **ATTEND ORIENTATION**

- ✓ Check your email for your orientation invitation and register for an orientation date. If you do not receive an invitation, contact the Recruitment, Admissions, and Orientation Office at 864-646-1550.
- ✓ At orientation you will meet with an advisor and register for courses, receive information about financial aid, tuition costs, purchasing books, parking, ID badges, and other student support services available to you.

## PROGRAMS OF STUDY

### **Arts & AV Technology**

#### **Media Arts Production(AD)**

Audio Production (C)  
Digital Production Techniques (C)  
Graphic Communications (C)  
Media Arts Business (C)  
Photography (C)

### **Business**

#### **Accounting (AD)**

#### **Accounting, Office Specialist Emphasis (AD)**

Bookkeeping (C)

#### **Administrative Office Technology (AD)**

#### **Administrative Office Technology, Medical Emphasis (AD)**

Administrative Support (D)

Data Entry Clerk (C)

Medical Office Specialist (C)

Office Support Specialist (C)

#### **Business Administration (AD)**

#### **Business Administration, Entrepreneur Emphasis (AD)**

#### **Business Administration, Management Emphasis (AD)**

#### **Business Administration, Marketing Emphasis (AD)**

#### **Business Administration, Operations Management Emphasis (AD)**

Business Foundations (C)

Entrepreneurship/Small Business Management (C)

### **Education and Training**

#### **Early Care and Education (AD)**

Child Care Management (C)

Early Childcare and Development (C)

Infant/Toddler (C)

#### **Health Science: Animal Care**

#### **Veterinary Technology (AD)**

#### **Health Science: Healthcare Professions**

#### **Emergency Medical Technology (AD)**

EMT Advanced (C)

Paramedic (C)

Expanded Duty Dental Assisting (D)

Medical Assisting (D)

#### **Medical Laboratory (AD)**

Personal Care Aide (C)

Pre-Dental Hygiene (C)

#### **Pre-Pharmacy (AD)**

#### **Surgical Technology (AD)**

#### **Health Science: Nursing**

#### **Nursing (RN) (AD)**

Nursing Preparation (C)

Practical Nursing (LPN) (D)

#### **Information Technology**

Computer Technology, Cybersecurity/Forensics Emphasis (AD)

#### **Computer Technology, Network Systems Management Emphasis (AD)**

#### **Computer Technology, Software and Web Development Emphasis (AD)**

#### **Law, Public Safety**

#### **Criminal Justice (AD)**

#### **Criminal Justice, Law Enforcement Operations Emphasis (AD)**

#### **Criminal Justice, Paralegal Emphasis (AD)**

Criminal Justice Leadership and Management (C)

### **Manufacturing**

#### **CNC Programming and Operations (AD)**

Introduction to CNC (C)

Introduction to Machining (C)

Manual and CNC Fundamentals (C)

Manual Machining (C)

#### **Engineering Design (AD)**

#### **General Engineering (AD)**

Engineering Science - Transfer (C)

#### **Manufacturing Management and Leadership, Manufacturing Production and Operations Emphasis (AD)**

Introduction to Manufacturing

Management Technology (C)

Introduction to Quality Assurance (C)

Manufacturing and Continuous Process Improvement (C)

Manufacturing Operators I (C)

Manufacturing Production I (C)

Manufacturing Production II (C)

#### **Mechatronics (AD)**

Technical Operators I, Mechatronics (C)

Technical Operators II, Mechatronics (C)

### **Skilled Trades**

#### **Automotive Technology (AD)**

Braking Systems (C)

Engine Electrical Systems

Engine Performance Systems (C)

Transmission Systems (C)

#### **Heating, Ventilation, Air Conditioning (HVAC) (AD)**

HVAC Apprentice (C)

HVAC Installer (C)

#### **Welding (AD)**

Industrial Welding (C)

Multi-Process Welding (C)

SMAW Pipe Welding (C)

SMAW Structural Welding (C)

### **University Transfer**

#### **Associate in Arts (AD)**

#### **Associate in Science (AD)**

University Studies (C)

(C) Certificate

(D) Diploma

(AD) Associate Degree

# 2022-2023 Academic Calendar for Dual Enrollment Students

## Session A Courses

**Fall 2022: August 22 – December 5**

**Spring 2023: TBD**

This calendar is subject to change. Please refer to the Academic Calendar at [www.tctc.edu](http://www.tctc.edu) for revisions to the deadlines.

	<b>FALL 2022</b>	<b>SPRING 2023</b>
Fall/Spring registration opens for currently-enrolled students	March 28 (Mon)	TBD
Fall/Spring registration opens for new students	April 4 (Mon)	TBD
Log in to MyTCTC to view your schedule (Your T#, username, and log-in instructions are in your acceptance letter from TCTC)	Mid-July	TBD
Priority deadline for new students to apply to TCTC & submit CPS Permission Form	August 11 (Thu)	TBD
Tuition due* (student schedules are purged for nonpayment)	August 16 (Tue)	TBD
Last Day to Register	August 19 (Fri) 2:00 pm	TBD
First day of class	August 22 (Mon)	TBD
If taking an online course, you must log in to your online course the first week of classes or risk being dropped	August 22-26	TBD
Last day to add classes to an existing schedule	August 24 (Wed)	TBD
Last day to drop classes & request a refund	August 26 (Fri) 2:00 pm	TBD
MLK Holiday (College Closed)		January 17 (Mon)
Labor Day (College Closed)	September 5 (Mon)	
Fall Break / Spring Break (No Classes)	November 7-8 (Mon-Tue)	TBD
Last day to Withdraw from class with a grade of W**	November 2 (Tue)	TBD
Thanksgiving Holiday (College Closed)	November 23-25 (Wed-Fri)	
Last day of class	December 5 (Fri)	TBD
Grades Due	December 9 (Tue)	TBD

\*After the tuition due date, tuition payment must be made upon schedule changes.

\*\*Withdraw Date: Students who withdraw from a course will not receive a refund for the tuition and fees for that course. Students who withdraw from a course before the withdrawal deadline will receive a grade of W on their academic record. See page 11 for details.



START WITH A GREAT  
EDUCATION, FINISH  
WITH AN **EDGE**

TCTC *Edge*



**E**mployable

**D**edicated

**G**oal-Oriented

**E**mpowered



## LOCATIONS TO SERVE YOU

### **Pendleton Campus**

7900 Highway 76, Pendleton, SC  
Local: 646-TCTC (8282)  
Toll-free within 864 area code:  
1-866-269-5677

### **Anderson Campus**

511 Michelin Blvd., Anderson, SC  
Local: 260-6700  
Toll-free within 864 area code:  
1-866-269-5677, Ext. 6700

### **Easley Campus**

1774 Powdersville Road, Easley, SC  
Local: 220-8888  
Toll-free within 864 area code:  
1-866-269-5677

### **Oconee Campus**

552 Educational Way,  
Westminister, SC  
(Off of Highway 11)  
Local: 613-1900  
Toll-free within 864 area code:  
1-866-269-5677

For directions to any of our campuses, log on to [www.tctc.edu](http://www.tctc.edu) and click on **Locate Us**.

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